



Quality and Productivity Commission

Productivity Investment Fund (PIB) “Overview”

Susan Linschoten, Chair
Arman Depanian, Co-Chair
PIB Advisory Committee

Wednesday, November 4, 2020

Productivity Investment (PIF) Background



- ▶ The Los Angeles County Board of Supervisors set up the fund to:
 - Promote innovation
 - Support creativity
 - Improve efficiency and effectiveness in all aspects of County service

Funding is Not to be used for:

- ▶ Make or changing County policy, by-passing actions or intentions of the Board, or funding projects disapproved for cause (other than lack of funds) by the Board
- ▶ Replacing or augmenting day-to-day operating budgets, or paying wages, salaries, or other compensation to County employees
- ▶ Supplement projects that have been funded through the normal budget process

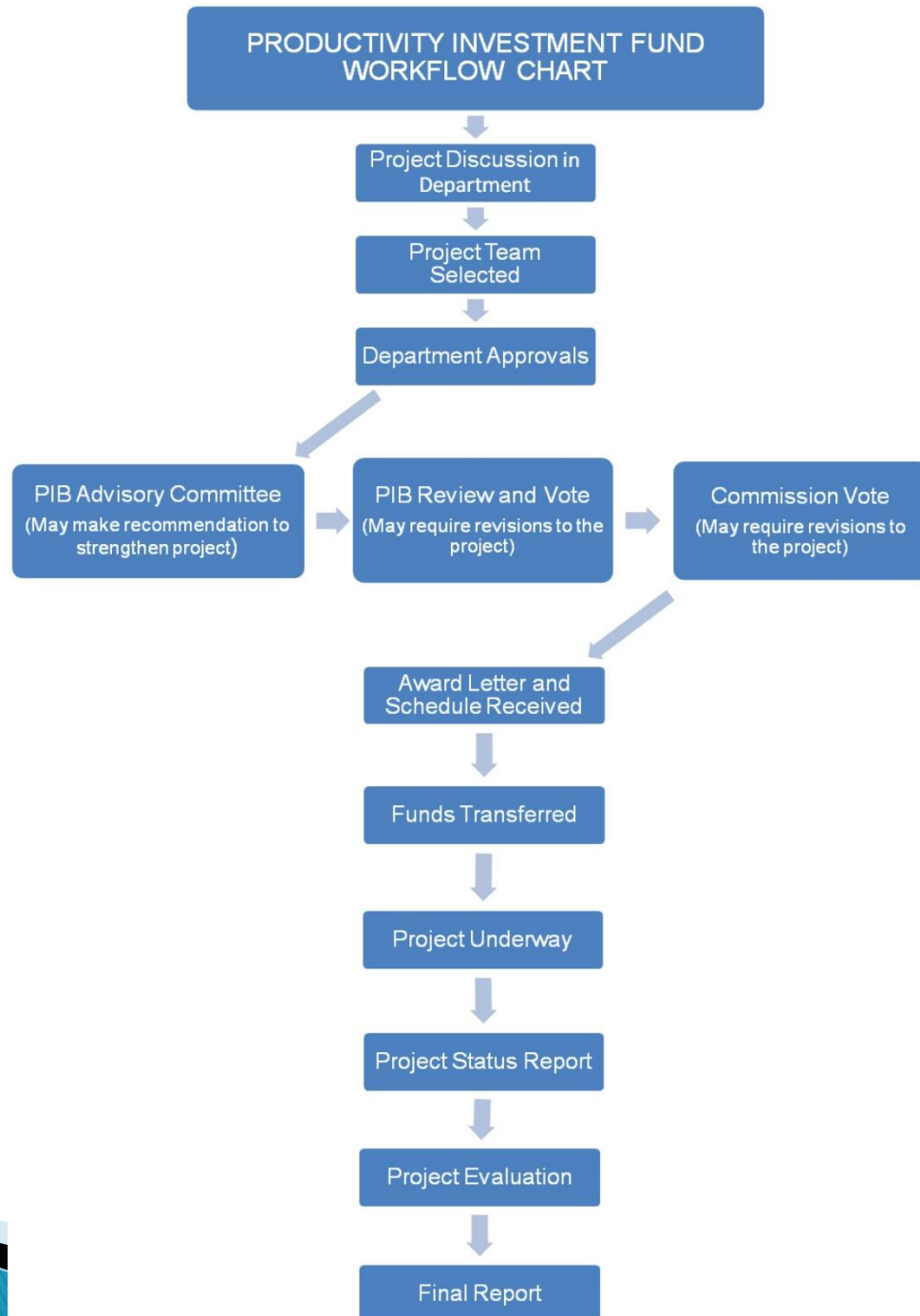
Eligibility

- ▶ Los Angeles County Departments are eligible
- ▶ Departments may partner with non-County related agencies, but must be the lead
- ▶ The awards are available for individual projects that improve productivity and quality, but for which funds are not available

Types of Funding

- ▶ Conventional Loans (payback plus interest)
 - Payback is 36 months unless otherwise agreed
 - Interest is based on the County's treasury pool at the time of the loan, plus 0.5 percent
- ▶ Loans or Grants for Information Technology Projects (**updated process**)
- ▶ Grants
- ▶ Recoverable Grant (**new**)
(Formerly Venture Loan)





PIF Workflow

- ▶ Project discussion in department
 - Project team
 - Department approvals
 - Application
 - Performance Measures
 - Signatures
 - **NOTE**: Be sure to clearly state how the funding will be used, such as hiring a consultant, buying a motor vehicle, software, etc. Too often, the application focuses only on the results and are not clear on WHAT the funding will pay for. Do not name the consultant/vendor in your application.



Quarterly Solicitations and Review Process

- Applications are welcome throughout the year; however, the Commission solicits and reviews proposals quarterly
- There is a three-step process for approving PIF projects
 - a. Productivity Investment Board Advisory Committee
 - b. Productivity Investment Board
 - c. Full Commission

PIB Advisory Committee

▶ Peer Review

- Susan Linschoten, Chair, Auditor–Controller, and Arman Depanian, Co–Chair, Children and Family Services
- Additional members include representatives from the CEO, CEO–CIO, WDACS, Regional Planning, ISD, DHR, BOS, CEO–CSP, and QPC Staff
- Department presents the project to the Committee
- Committee makes recommendations to the Department to strengthen the project
- Chair reports Committee’s recommendation at the Productivity Investment Board meeting

Productivity Investment Board (PIB)

- ▶ PIB
 - Chair – Commissioner Jacki Bacharach
 - Eight Commissioner members, including the Chair, and one alternate
 - Note: The Chair or Co-Chair of the PIB Advisory Committee will report the Committee's recommendations at the PIB meeting
- ▶ Department presents project to the PIB (strongly encourage department head to attend)
- ▶ PIB may require additions or changes to the project
- ▶ PIB makes funding recommendations to the full Commission



Full Commission

- ▶ A Commissioner from the PIB will present the department's proposal at the full Commission meeting
- ▶ The department must be there to answer questions
 - The department head must attend the full Commission meeting
- ▶ The full Commission votes on the project

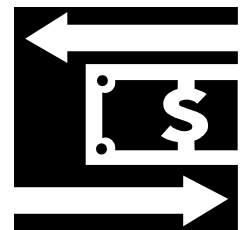


Award Letter and Schedule

- ▶ QPC staff will send (digitally) an award letter and schedule
- ▶ Key players must sign the agreement:
 - Department Head
 - Productivity Manager
 - Project Manager
 - Finance/Budget Representative
 - Chief Information Officer/IT Manager (if IT project)
 - Original Signatures are Required

Access Funds

- ▶ Your budget section should include the anticipated transfer of funds in the annual budget or obtain a Budget Adjustment (BA)
- ▶ To withdraw, send a request for withdrawal to the BOS Executive Office, including
 - Budget Adjustment
 - Withdrawal schedule
 - Amount of withdrawal
 - Account information for receiving account
 - (See page 11 of Guidelines)



Reporting and Evaluation

- ▶ All PIF projects must report to the Commission:
 - Annual Reports (due January 31)
 - Final Reports (due only when the funds have been completely withdrawn and loan paid, and evaluation measures are complete)
- ▶ Project Evaluation
 - Develop metrics early
 - Both the annual and final reports include sections on cost benefits

Productivity Manager

- ▶ Remember – the Productivity Manager is a key player in coordinating PIF projects!

